United Nations ST/IC/2013/15

Secretariat

13 May 2013

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Eligibility requirements for derivative G status for secondary dependants of United Nations staff**

1. The purpose of the present circular is to provide additional guidance on the United States eligibility requirements for derivative G visa status for relatives of a staff member other than a spouse, unmarried dependent children under the age of 21 and children for whom a staff member receives an education grant.

2. Paragraph 5 of information circular ST/IC/2001/27 on visa status in the United States of America describes the conditions under which relatives of a staff member other than a spouse, unmarried dependent children under the age of 21 and children for whom a staff member receives an education grant may be eligible for a G-4 visa when they demonstrate close ties and a continued dependency on the staff member. The Secretary-General received a diplomatic note from the United States Mission to the United Nations dated 26 April 2013 that provides further guidance on the United States eligibility requirements for derivative G visa status for secondary dependants of United Nations staff (see annex).

3. Secondary dependants of staff members renewing their G-4 visa will need to demonstrate that they meet the United States eligibility requirements as described in the diplomatic note. Applications for a G-4 visa for secondary dependants of staff members are submitted to the United Nations Visa Committee, and subsequently to the Assistant Secretary-General for Human Resources Management for approval, prior to submission to the United States authorities. If the applicant is found ineligible under the applicable regulations, he or she may seek a change of status to a B-2 visa or apply for a B-2 visa outside the United States.

4. Staff members are advised to familiarize themselves and comply with the details set out in the annex to the present circular.

* The present circular will be in effect until further notice.

13-33134 (E) 150513

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Annex

Diplomatic note dated 26 April 2013 from the United States Mission to the United Nations addressed to the Secretariat

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to provide further guidance on United States eligibility requirements for derivative G status for secondary dependants of United Nations staff.

The United States Code of Federal Regulations (CFR) and the United States Department of State regulations determine the eligibility of dependants of G visa holders to obtain derivative G visa status. There are two categories of dependants who qualify for derivative G status as members of the principal alien's immediate family.

The first category is restricted to the spouse and unmarried children (regardless of age) of a principal alien, provided they are "not members of some other household" and "will reside regularly in the household of the principal alien". The second category comprises other close relatives or dependants of the principal alien or spouse, including parents, who "will reside regularly in the household of the principal alien", are "not a member of some other household", and are "recognized as an immediate family member of the principal alien by the sending Government or international organization, as demonstrated by eligibility for rights and benefits, such as the issuance of a diplomatic or official passport or other similar documentation, or travel or other allowances", which would be granted to the spouse and children of the principal alien (22 CFR 41.21 (a)(3)(i)-(v)).

Secondary dependants renewing their G-4 visas need to demonstrate their eligibility in accordance with the provisions listed above, as required by 22 CFR 41.21 (a)(3)(i)-(v). If the applicant is found ineligible under 22 CFR 41.21 (a)(3)(i)-(v), the applicant may seek a change of status to a B-2 visa or apply for the B-2 visa outside the United States.

Some of the ways in which an applicant for secondary dependant status might demonstrate recognition through "other allowances" are listed below:

(a) Enrolment as a dependant in medical benefits plans that is sponsored by the embassy/organization;

(b) Documentation that substantiates that the staff member's monthly insurance premium includes deductions for the dependent parent;

(c) Income of the principal alien reflects an allowance for a dependent parent;

(d) Travel benefits provided by the sponsoring embassy/organization are used exclusively for travel of the dependent parent;

(e) Memberships and associations that are available only to employees and their family members.

United Nations ST/IC/2013/16

Secretariat

17 May 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Internal Justice Council**

1. The purpose of the present circular is to inform staff of the terms of reference and membership of the Internal Justice Council.

Terms of reference of the Internal Justice Council

2. In paragraph 36 of resolution 62/228 of 22 December 2007, the General Assembly decided to establish the Internal Justice Council as part of a new internal justice system in order to help ensure independence, professionalism and accountability in the administration of justice system of the United Nations. The system, which was established as of 1 January 2009, comprises a two-tier judicial structure consisting of a first instance tribunal, the United Nations Dispute Tribunal, and an appellate instance tribunal, the United Nations Appeals Tribunal. Pursuant to paragraph 37 of resolution 62/228 and paragraph 45 of resolution 66/237, the tasks of the Internal Justice Council are to:

(a) Liaise with the Office of Human Resources Management on issues related to the search for suitable candidates for the positions of judges, including by conducting interviews as necessary;

(b) Provide its views and recommendations to the General Assembly on two or three candidates for each vacancy in the United Nations Dispute Tribunal and the United Nations Appeals Tribunal, with due regard to geographical distribution;

(c) Draft a code of conduct for the judges, for consideration by the General Assembly;

(d) Provide its views on the implementation of the system of administration of justice to the General Assembly;

(e) Include the views of both the United Nations Dispute Tribunal and the United Nations Appeals Tribunal in its annual reports.

* The present circular supersedes ST/IC/2008/32 of 23 June 2008 and its amendments dated 18 January and 22 July 2011 and will be in effect until further notice.

13-33907 (E) 210513

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Composition of the Internal Justice Council

3. In paragraph 36 of resolution 62/228, the General Assembly decided that the Internal Justice Council would consist of a staff representative, a management representative and two distinguished external jurists, one nominated by the staff and one by management. The General Assembly also decided that the fifth member would be a distinguished jurist chosen by consensus by the four other members and would chair the Internal Justice Council.

4. The Secretary-General recently appointed the new representatives and the distinguished external jurists nominated by the staff and management, respectively. The members of the Council chose the Chair by consensus, who was thereupon appointed by the Secretary-General. The members have been appointed for a period of four years. The members of the Internal Justice Council are:

Ian Binnie (Canada) (Chair)
Carmen Artigas (Uruguay)
Sinha Basnayake (Sri Lanka)
Anthony Miller (Australia)
Victoria Phillips (United Kingdom of Great Britain and Northern Ireland)

United Nations ST/IC/2013/17

Secretariat

17 May 2013

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Changes to the I-94 form (arrival/departure record) for United Nations staff and dependents**

1. The purpose of the present circular is to inform staff members holding a G-4 visa of a diplomatic note received from the Permanent Mission of the United States of America to the United Nations regarding changes to the I-94 form (arrival/departure record) and their effect on United Nations staff and their dependents (see annex).

2. For the purpose of streamlining the admissions process for individuals lawfully entering the United States, the I-94 form will be automated. The automation at ports of entry in the New York area entered into effect on 7 May 2013. The overall purpose and contents of the I-94 form remain the same. The Host Country Affairs Section of the Mission continues to require the hard copy of the I-94 form of all individuals (including staff members, dependents and consultants) for processing the renewal of G-4 visas and any other G-4 visa-related processes. The I-94 form is available and can be printed from www.cbp.gov/I94. Applicants need to submit the form together with their passport and other pertinent documentation to the Travel and Transportation Section of the United Nations for processing.

3. Staff members are advised to familiarize themselves and are required to comply with the details set out in the annex to the present circular. Additional information will also be available from the Travel and Transportation Section web page on iSeek.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 7 May 2013 from the Permanent Mission of the United States of America to the United Nations

The Permanent Mission of the United States of America to the United Nations has the honour to provide guidance on recent changes to the I-94 form (arrival/departure record) and their effect on United Nations staff.

The Customs and Border Protection of the United States recently announced that the I-94 form will be automated to streamline the admissions process for individuals lawfully visiting the United States. The overall purpose and contents of the form, which provides international visitors with evidence that they have been lawfully admitted to the United States, will remain unchanged. Customs and Border Protection will start implementing the automation of the form at ports of entry in the New York area on 7 May 2013.

The Host Country Affairs Section of the Mission will, nonetheless, continue to require the hard copy of the I-94 form (available from www.cbp.gov/I94) from all United Nations staff and dependents. United Nations staff should print the form following the instructions provided on the Customs and Border Protection website and provide it — with their passport and other pertinent documentation — to the Travel and Transportation Section of the United Nations for processing. United Nations staff who have an incorrect, lost, stolen, mutilated or destroyed I-94 form issued before automation came into effect may contact the Mission for assistance.